



Columbus Civil Service Commission  
50 West Gay Street, Room 600  
Columbus, Ohio 43215

## ***Applicant Request for Administrative Review of Background File***

You may request this Administrative Review of the decision of the Executive Director to remove your name from the eligible list due to information revealed during the background investigation. The deadline for filing this Applicant Request for Administrative Review of Background File is ten (10) calendar days from the date of the letter informing you of the Executive Director's decision to remove your name.

Once this Request is filed, you have an additional ten (10) calendar days to submit any documentation, or written explanation, to contradict the information in your background file, which led to the removal of your name. A Commission Background Officer will review this request and make a recommendation to the Civil Service Commission. You will be notified in writing of the Civil Service Commission's final decision. *Please see the reverse side of this form for additional information regarding the Background Administrative Review process.*

Name \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Position Applied for (check one): ☐ Police Officer ☐ Firefighter ☐ Other: \_\_\_\_\_

Reason for Request (explain and attach or enclose all supporting documentation) \_\_\_\_\_

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Print Name	Signature	Date
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**Please check *ONE* of the following:**

☐ All of my paperwork is attached and my file is ready for review by the Commission.

**OR**

☐ I will submit additional documentation within 10 calendar days of today's date: \_\_\_\_\_.

**You may (1) FAX this form to 614/645-8379, (2) Mail this form to: Civil Service Commission, Uniformed Services, Room 500, 50 West Gay Street, Columbus, Ohio 43215, or (3) Submit this form in person.**

**This form must be received in our office within ten (10) calendar days of the date of the letter accompanying this form.**

**For Civil Service Commission Use Only**

Review Number \_\_\_\_\_ Band \_\_\_\_\_



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Pursuant to Commission Rule XIV(C)(2), you may submit documentation to attempt to refute the information that caused your name to be removed from the eligible list.

Since the purpose of the Background Removal Standards is to ensure objectivity, you should limit the documents you submit to those that demonstrate that the information that caused the removal of your name is inaccurate.

The Commission will not review letters of recommendation, transcripts, performance evaluations, etc., because these types of documents are not relevant to the accuracy of the information revealed during the background investigation.

The Commission reviews background removals at its regular monthly meeting, the last Monday of every month. In general, your background administrative review will be on the current month's agenda. However, should your background removal be deferred, it will not be reviewed until the following month.

The Commission will notify you in writing of its decision whether or not to reinstate your name to the eligible list. You should receive notification within a week after the Commission meeting.